

CHAPTER 3

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CHAPTER 3

OTHER STATE-LEVEL AWARDS

1. SUPERIOR ACCPOMLISHMENT AWARD.

- a. General. The objective of the Superior Accomplishment Award is to give state departments the opportunity to recognize employees not designated as supervisory or managerial who have made significant contributions to the economy and/or efficiency of state government which are clearly beyond ordinary job expectations.
- b. Authority. This award is available in accordance with the provisions of Government Code Section 19823 and Article 4 of the California Department of Human Resources (CalHR) Rules.
- c. Definition. As defined in Article 4 of CalHR Rules, Section 599.655(d), a “superior accomplishment” is an act by an individual employee, or team of employees, which results in an **exceptional** contribution to improving state government. Examples of superior accomplishments may include, but are not limited to:
- (1) An outstanding and superior achievement of a nonrecurring nature (state why the same problem will not arise again in the foreseeable future).
 - (2) An important contribution to science, research, or development.
 - (3) Unequaled personal efforts in overcoming unusual difficulties or obstacles in the completion of a major project or task with substantial benefits to the state as a result thereof.
 - (4) The completion of an assigned task in a significantly shorter period of time with substantial benefits to the state as a result thereof.
 - (5) A major improvement in methods, organization, procedures, or products (which makes an exceptional contribution to the efficiency or economy of the state government or an exceptional improvement in its operations).
- d. Award Description. There are two classifications of the Superior Accomplishment Award available for presentation as described below. The final judgment of the appropriate award for the accomplishment is reserved for the California Highway Patrol (CHP) Awards Board. In addition to the following state-level recognition awards, each recipient receives a CHP Superior Accomplishment Award certificate.
- (1) Gold Award. The Gold Award for Superior Accomplishment will be granted for those accomplishments which, in the judgment of the CHP Awards Board, not only

meet all the requirements of a superior accomplishment but are of such an outstanding degree that they merit recognition of the highest order. The award consists of a cash award of \$500 and/or an engraved walnut plaque.

(2) Silver Award. The Silver Award for Superior Accomplishment will be granted for those accomplishments which meet the requirements of a superior accomplishment.

(a) The award consists of a cash award of \$250 and/or an engraved walnut plaque.

(b) The Silver Award may be presented for team recognition. If a team award is recommended, each member of the group may receive a minimum of \$25 up to a maximum of \$250 each. In addition, the Department has the option of providing cash or equivalent gift awards.

e. Nomination Procedure. The nomination should be submitted by the immediate command of the employee(s) as soon as reasonable after the accomplishment. The nomination shall be completed and submitted on a STD.278, Superior Accomplishment Gift or Cash Award Recommendation along with a memorandum to the next higher level of command for evaluation and recommendation. After a recommendation has been completed, the nominations shall be forwarded to Assistant Commissioner, Staff, Commissioner's Support Unit (CSU) for placement on the CHP Awards Board calendar. The STD. 278 may be ordered from the Department of General Services (DGS) or can be located on the CalHR's Merit Award Program website ([Merit Award Program](#)) under: Superior Accomplishment and Sustain Superior Accomplishment Awards ➤ STD. 278. (Refer to Annex A.)

f. Nomination Package. It is necessary to explain in detail the specific nature of the project or task, the difficulties imposed by it, and a description of the way the employee(s) achieved its completion. This explanation should clearly outline the manner and extent to which the act surpassed normal job expectancy. The information provided shall include:

(1) Employee's Information. Name and position title; and command assignment, command address, and telephone number.

(2) Project.

(a) Describe in detail the project or task and the established time frames for its completion.

(b) Describe in detail the objectives of the project or task and, if applicable, any changes or additions to the original objectives.

(3) Method of Accomplishment.

- (a) Describe specifically the means by which the accomplishment was achieved.
- (b) Describe how the achievement was unquestionably above the stated job expectations of the employee(s).
- (c) Explain the amount and nature of the employee's ingenuity, initiative, and creative effort displayed throughout the project. If applicable, relate the methods utilized by the employee when standard methods would have produced unacceptable or average results.
- (d) Any other pertinent information such as: amount of overtime utilized, extent of research conducted, dedication to the project, and going above and beyond the job requirement of the employee(s).

(4) Outcome and Benefits.

- (a) Describe the final results of the project or task.
 - (b) Describe the tangible or intangible benefits which accrued to the state as a result of the accomplishment.
 - (c) Elaborate on how the benefits extend beyond the immediate organizational unit or the Department.
- g. Presentation Forum. The Superior Accomplishment Award is presented by the Commissioner to the recipient(s) at the command. It is essential whenever possible, the widest publicity be obtained for the award. The Office of Community Outreach and Media Relations (COMR) will select the appropriate time and media for release of the news. The CSU shall coordinate the departmental activities with the Office of the Commissioner, recipients, and their commands.
- h. Uniform Accouterment. None

2. SUSTAINED SUPERIOR ACCOMPLISHMENT AWARD.

- a. General. The Sustained Superior Accomplishment Award is a management tool designed to give the CHP the opportunity to recognize employees, not designated as supervisory or managerial, who have made significant contributions to the CHP by virtue of their exceptional job performance sustained over a period of not less than 24 months. Awards are to be given on a calendar year basis.
- b. Authority. This award is available in accordance with the provisions of Government Code Section 19823, and Article 4 of CalHR Rules and Regulations.

- c. Definition. As defined in the State Board of Control Rules, Section 599.655(e), a “sustained superior accomplishment” is a significant contribution to the Department by an individual employee, or group of employees, by virtue of their **exceptional** job performance sustained over a period of not less than 24 months. The award is not intended to recognize length of service per se, but superior accomplishment **significantly above** stated job requirements.
- d. Award Description. The Sustained Superior Accomplishment Award consists of a check for \$250 issued by the Department, and a CHP Sustained Superior Accomplishment Award Certificate.
- e. Eligibility. All employees are eligible except:
- (1) The executive officer, designated managers, and supervisors.
 - (2) An employee who has less than 24 months service (3,840 consecutive hours) at the time of nomination.
 - (3) An employee who has received a Sustained Superior Accomplishment Award during the previous three years.
- f. Nomination Procedure. The award nomination should be submitted by the employee’s immediate command as soon as reasonable after the accomplishment. The nomination shall be completed and submitted on a STD. 278, along with a memorandum to the next higher level of command for evaluation and recommendation. After a recommendation has been completed, the nomination shall be forwarded to CSU for placement on the CHP Awards Board calendar. The STD. 278 may be ordered from DGS or can be located on the CalHR’s Merit Award Program website ([Merit Award Program](#)) under: Superior Accomplishment and Sustain Superior Accomplishment Awards ➤ STD. 278. (Refer to Annex A.)
- g. Nomination Package. Explain in detail the specific nature of the employee’s accomplishment, the difficulties imposed by it, and a description of the way the employee achieved its completion. This explanation should clearly outline the manner and extent to which the act surpassed normal job expectancy. The information provided shall include:
- (1) Employee’s Information. Name and position title; and command assignment, command address, and telephone number.
 - (2) Recommendations. A recommendation for the Sustained Superior Accomplishment Award should be based on standards such as one or more of the following factors:
 - (a) An act of superior job performance resulting in an exceptional contribution to the efficiency of state government.

- (b) An outstanding and superior achievement of nonrecurring nature (state why the same problem will not arise again in the foreseeable future).
- (c) An example of personal effort to overcome unusual difficulties or obstacles to reach desired objectives at self-improvement through training, education, or outside experience.
- (d) Quality of work in comparison to other positions at same level.
- (e) Quality of work or general departmental recognition evidenced by:
 - 1 Reputation as an “expert,” “reliable source,” or “problem solver.”
 - 2 Supervisor’s recommendations.
 - 3 Outstanding probation and/or performance reports.
- (f) Scope of accomplishment or contribution’s impact on CHP objectives.
- (g) Additional factors in determining whether to nominate an individual:
 - 1 Performance consistently above expected standards.
 - 2 Ability to work independently.
 - 3 Significant contributions to CHP.
 - 4 Recognition outside of CHP.
 - 5 Letters of recognition from other agencies or allied agencies
- h. Presentation Forum. The Commissioner will present this award at the command. It is essential that, whenever possible, the widest publicity be obtained for the award. The COMR will select the appropriate time and media for release of the news. The CSU shall coordinate the departmental activities with the Office of the Commissioner, recipients, and their commands.
- i. Uniform Accouterment. None.

3. STATE OF CALIFORNIA 25-YEAR CERTIFICATE.

- a. Criteria. Employees who have completed 25 years of qualifying service to the State of California are deserving of special recognition. The Department has elected to present each employee reaching this milestone with a 25-Year Certificate (see example in Annex B).

b. Procedure. Human Resources Section (HRS) is responsible for identifying employees eligible to receive the 25-Year Certificate and for computing and verifying total qualifying state service. Time before and after breaks in service are counted. Military leave is considered a break in service only if the employee did not return to state service within six months after discharge. The HRS will identify employees who are eligible for a 25-Year Certificate on the second Monday of each month. A list will be composed and distributed to each Division.

(1) The HRS will notify all Divisions of employees assigned to their respective commands who are eligible for a 25-Year Certificate.

(2) All Divisions will be required to notify their respective commands when employees assigned to their location are eligible to receive a 25-Year Certificate.

(3) All commands will then be required to prepare a requisition through the Financial Information System for California (FI\$Cal), requesting the 25-Year Certificate for each qualifying employee. The contract information needed to purchase this item is as follows:

(a) Contract Number: 2-21-84-14A

(b) Contract Vendor: MTM Recognition Corporation
615 South Sixth Street Princeton, IL 61356
(800) 898-5945, ext. 2655

(c) Contract Item #: Item #108—Certificate with Folder.

(d) Price per item: \$13.50, plus applicable sales tax.

(4) Business Services Section, Purchasing Services Unit (PSU), will prepare a purchase document and send a copy to the requesting command. This is the command's notification the order has been processed.

(5) Once the certificates have been received, the purchase document "received copy" must be approved, dated, and forwarded (in duplicate) to Fiscal Management Section, Accounts Payable Unit, within in three business days. The PSU does not need a copy. (Refer to HPM 11.1, Administrative Procedures Manual, Chapter 24, Payment of Invoices)

c. Presentation Forum. The 25-Year Certificate is presented by the employee's commander or designated alternate.

d. Employee Purchase of 25-Year Awards. Employees have the option of purchasing an item (e.g., 25-year watch, plaque), not to exceed \$125, through the state contractor once they reach 25 years of state service. The HRS will compose and distribute a list to each

Division of employees who have completed 25 years of qualifying service to the State of California. A catalog of available items can be obtained through the following website: [Catalog of 25-Year Items](#). Once an item has been identified, commands will then be required to submit a requisition through FISCAL via e-mail at purchasesubmittal@chp.ca.gov.

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ANNEX A

STD. 278, SUPERIOR ACCOMPLISHMENT GIFT OR CASH AWARD RECOMMENDATION

The screenshot shows the CALHR Benefits Division website. At the top, there is a navigation bar with the CALHR logo and the text 'CALIFORNIA DEPARTMENT OF HUMAN RESOURCES'. To the right of the logo, there are dropdown menus for 'State Employee', 'State HR Professionals', 'State Retiree', and 'Open Enrollment'. A yellow arrow labeled '1' points to the 'State Employee' dropdown. Below the navigation bar is a large banner image of a diverse group of people. Overlaid on the right side of the banner is a blue navigation menu. A yellow arrow labeled '2' points to the 'Work & Engagement Resources' dropdown. This dropdown menu is open, showing a list of options: 'Employee Assistance Program', 'Employee Engagement Program', 'Employee Wellness Program', 'Hybrid Workplace Resources', 'Merit Award Program', 'Third Party Pre-Tax Parking Reimbursement Account Program', and 'Workers' Compensation'. A yellow arrow labeled '3' points to the 'Merit Award Program' option. Below the banner, the main content area is titled 'What's New in Benefits'. It contains two sections: 'Open Enrollment is Sept. 16 – Oct. 11, 2024' and 'Benefits Calculator improvements'. The 'Open Enrollment' section states that changes in life can require changes to benefits and that Open Enrollment is the time to enroll or make changes. The 'Benefits Calculator improvements' section states that the tool helps make informed financial decisions by calculating premiums and viewing contribution rates. At the bottom right, there is a logo for the 'State Employee Benefits Calculator' and a small circular icon with a robot face.

ANNEX A

STD. 278, SUPERIOR ACCOMPLISHMENT GIFT OR CASH AWARD RECOMMENDATION (continued)

[Home](#) [State Employee](#)



Statewide Engagement Program

Merit Award Program

The Merit Award Program was established by the California Legislature in 1950 as an incentive award system to recognize employee contributions to state government. The program is authorized for all state departments in which each department provides funding and has a Merit Award Administrator who is responsible for program activities. The Merit Award Program is comprised of four awards:

Governor's State Employee Medal of Valor Award

4 → **Superior Accomplishment and Sustained Superior Accomplishment Awards**

The Superior Accomplishment and Sustained Superior Accomplishment Awards are for performance resulting in exceptional contribution to state government. Many state agencies hold an annual awards ceremony to acknowledge outstanding employees and increase employee engagement. Specific areas of accomplishment may include, but are not limited to:

- An outstanding and superior achievement.
- An important contribution to science or research.
- An unequaled personal effort in overcoming unusual difficulties or obstacles.
- The completion of an assigned task in a significantly shorter period of time than was deemed possible.
- A major improvement in methods, organization, procedures, or products (which make an exceptional contribution to the efficiency or economy of the state or an exceptional improvement in its operations).

All employees except agency heads or elective constitutional officers may receive these awards. Nominations for either the Superior Accomplishment Award or the Sustained Superior Accomplishment Award are to be submitted on the Superior Accomplishment Gift or Cash Award Recommendation ([STD-278](#)) ← **5** signed by the department director/department head.

ANNEX A

STD. 278, SUPERIOR ACCOMPLISHMENT GIFT OR CASH AWARD
RECOMMENDATION (continued)

STATE OF CALIFORNIA - DEPARTMENT OF HUMAN RESOURCES		
SUPERIOR ACCOMPLISHMENT GIFT OR CASH AWARD RECOMMENDATION		
STD. 278 (Rev. 10/2019) (Page 1 of 2)		
<input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Print"/>		
<input type="checkbox"/> Superior Accomplishment		
<input type="checkbox"/> Silver -- Individual or Group <input type="checkbox"/> Gold -- Individual or Group		
<input type="checkbox"/> Sustained Superior Accomplishment (for sustained superior performance over a period of 24 months)		
TO: DIRECTOR		AGENCY
In accordance with Government Code section 19823 and Article 4 of the Rules and Regulations of the Department of Human Resources, it is recommended that award consideration be given for the Superior Accomplishment herein described, performed by the following employee of this department:		
EMPLOYEE NAME	CLASSIFICATION	C.B.I.D.
DATES FOR SUSTAINED SUPERIOR ACCOMPLISHMENT	BEGINNING DATE (MM/DD/YYYY)	ENDING DATE (MM/DD/YYYY)
DESCRIPTION OF ACCOMPLISHMENT (Give specific facts, using the outline on the reverse side as a guide. Attach additional sheet if necessary.)		

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ANNEX B

STATE OF CALIFORNIA 25-YEAR CERTIFICATE



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